

Sending Money, Mail and Property- RGCI

Revised: 11/25/14

Sending Inmate Money –A cashier's check or money order is the only accepted form (cash and personal checks are not accepted). Legibly print the **inmate's full name and DOC number** on the check or money order. Include name of sender as well as a legible and accurate return address on the envelope. Incomplete cashier's checks or money orders may be returned to the sender at the inmate's expense. Cards, letters, or notes cannot be accepted at the money PO Box 1000. If such items are sent with the funds, the inmate will be asked whether staff should dispose of it or return to the sender at his expense. Funds only send to:

Redgranite Correctional Institution (RGCI)

Inmate Accounts

PO Box 1000

Redgranite, WI 54970-1000

Sending Inmate Mail

Mail should include an accurate and legible sender name/address as well as the **inmate's full name and DOC number**. Mail should be addressed to:

Redgranite Correctional Institution

Inmate's name and number

PO Box 925

Redgranite, WI 54970-0925

Sending Inmate Property

To send inmate property, please follow the Department of Corrections policies on approved property and limits, and purchase items from one of the approved vendors listed below. All property items must be shipped directly from retail with a receipt. No property items can come in during visits *.

Inmate Property should be addressed to:

Redgranite Correctional Institution

Inmate Name and DOC Number

1006 County Road EE

PO Box 925

Redgranite, WI 54970

Vendor contact information:

Union Supply Direct

Dept. 500 P.O. Box 309

Groveport, OH 43125-0309

Toll free: 1-855-247-6093

Fax: 1-866-401-5085

www.wiinmatepackage.com

Jack L. Marcus

5300 W. Fond du Lac Ave.

Milwaukee, WI 53216-1348

Toll free: 1-800-236-2611

Fax: 1-800-643-9992

Web: www.JLMarcusWisconsin.com

*Release clothing may be dropped off in the lobby prior to a visit or sent to the institution from any vendor or from home.

Sending Staff Mail

Redgranite Correctional Inst.

Staff name

PO Box 900

Redgranite, WI 54970-0900